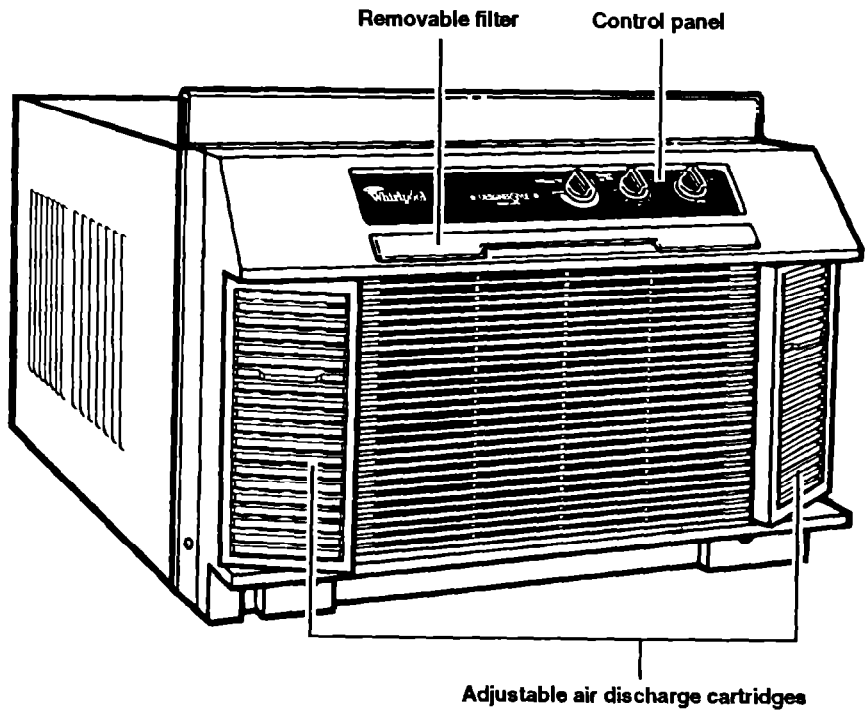
Whirlpool®
Home Appliances

# Use & Care Guide

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## AIR CONDITIONERS

12-92

**ACQ142 ACQ184 ACQ214**
**ACQ154 ACQ254 ACQ294**

# Contents


| | Page |
|---|---|
| **Important Safety Instructions** | 2 |
| **Operating Your Air Conditioner** | 3 |
| Starting your air conditioner | 3 |
| The exhaust vent control | 4 |
| Changing air direction | 4 |
| **Cleaning Your Air Conditioner** | 4 |
| Cleaning the front panel | 5 |
| Cleaning the filter | 5 |
| **Caring For Your Air Conditioner** | 5 |
| Annual maintenance | 5 |
| **If You Need Service Or Assistance** | 7 |
| **Whirlpool Room Air Conditioner Warranty** | 8 |


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**Thank you for buying a Whirlpool appliance. Please complete and mail the Owner Registration Card provided with this product.** Then complete the form below. Have this information ready if you need service or call with a question.

- Copy model and serial numbers from label (see diagram below) and purchase date from sales slip.
- Keep this book and sales slip together in a handy place.

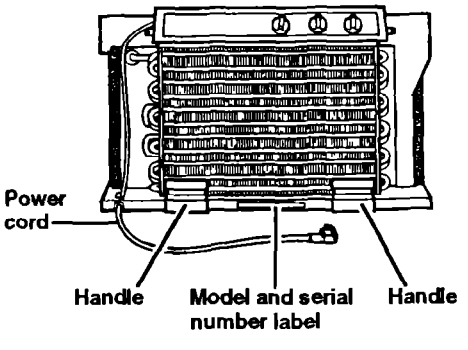
**Model Number**

**Serial Number**

**Purchase Date**

**Service Company Phone Number**

**Front view of unit with front panel removed**




# Important Safety Instructions

## ⚠WARNING

**To reduce the risk of fire, electrical shock or personal injury when using your air conditioner, follow these basic precautions:**

- **Read all instructions before using your air conditioner.**
- **Complete the installation requirements as described in the Installation Instructions.**
- **Never allow children to operate or play with the air conditioner.**
- **Do Not operate the air conditioner with the front panel removed.**
- **Never clean air conditioner parts with flammable fluids. The fumes can create a fire hazard or explosion.**

**• FOR YOUR SAFETY •**

**DO NOT STORE OR USE GASOLINE OR OTHER FLAMMABLE VAPORS AND LIQUIDS IN THE VICINITY OF THIS OR ANY OTHER APPLIANCE. THE FUMES CAN CREATE A FIRE HAZARD OR EXPLOSION.**

It is your responsibility to be sure your air conditioner:

- Is installed in a window that will hold the weight, and is secured according to the Installation Instructions.
- Is connected only to the proper kind of outlet, with the correct electrical supply and grounding. (See Installation Instructions.)
- Is the correct size for the area you want to cool.
- Is used only for the job it was designed to do.
- Is not used by children or anyone unable to operate it properly.
- Is properly maintained.

Also, remove Energy Label and Buy Guide. Use a damp cloth to take off any glue residue. Do not use sharp instruments, flammable fluids or abrasive cleaners. These can damage the material.

**– SAVE THESE INSTRUCTIONS –**

# Operating Your Air Conditioner



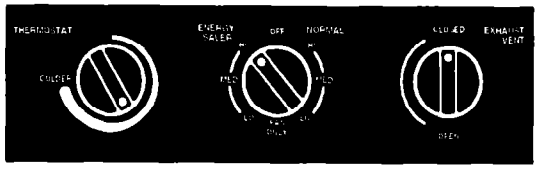
## Starting your air conditioner

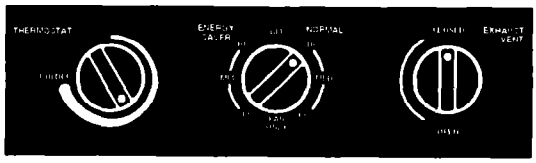
**⚠WARNING**

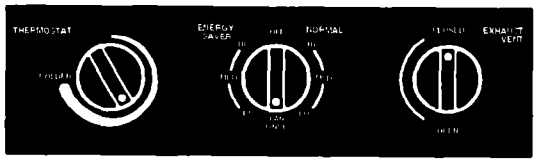
**Electrical Shock Hazard**

- **Plug unit only into grounded electrical outlet.**
- **Do not use an extension cord.**
- **Do not operate unit with front removed.**

**Failure to follow the above precautions could result in electrical shock or personal injury.**







1. **Set Exhaust Vent Control** to CLOSED for maximum cooling.
2. **Set Fan Speed Control** to the desired setting.

   **ENERGY SAVER settings**–the fan stops when the compressor stops. This saves energy by not continuously running the fan. There are 3 fan speeds: HI for maximum cooling, MED for normal cooling and LO for sleeping comfort.

   **NORMAL settings**–the fan runs continuously. There are 3 fan speeds: HI for maximum cooling, MED for normal cooling and LO for sleeping comfort.

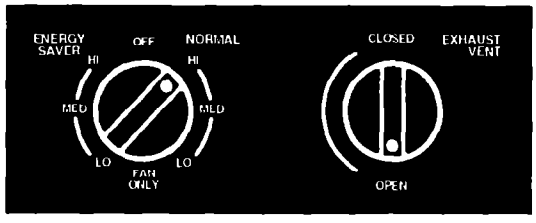
   **FAN ONLY setting**–circulates room air when no cooling is desired.

3. **Turn the Thermostat Control** to a mid-setting. You can adjust the air conditioner's cooling performance by turning the Thermostat Control clockwise for more cooling. Turn thermostat control counterclockwise for less cooling. You will need to experiment to find the setting which suits you best.

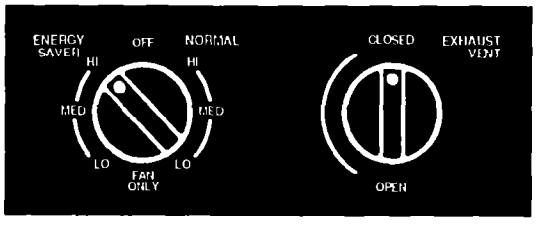
**NOTE:** If you turn your air conditioner off, wait at least 3 minutes before turning it back on or you may blow a fuse or trip a circuit breaker.

## The exhaust vent control

The Exhaust Vent Control settings either draws stale or smoky air from the room or circulates room air.



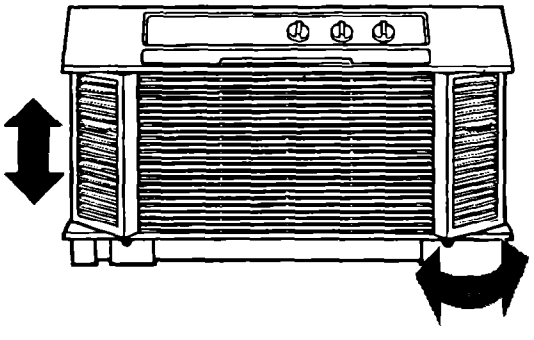

1. **To exhaust room air:**
   Set Exhaust Vent Control to OPEN. For cooling, set Fan Speed Control to the desired setting (ENERGY SAVER or NORMAL). If no cooling is desired, use the FAN ONLY setting.




2. **To circulate room air:**
   Set Exhaust Vent Control to CLOSED. For cooling, set Fan Speed Control to the desired setting (ENERGY SAVER or NORMAL). If no cooling is desired, use the FAN ONLY setting.

**NOTE:** For maximum performance, the Exhaust Vent Control must be set to CLOSED when cooling or room air circulation is desired.

## Changing air direction



The air direction cartridges on both sides of the unit control the direction of the cooled air. The air direction cartridge may be rotated to direct the air straight ahead or to the sides of the unit. The louvers in each air direction cartridge are operated by a tab. The tab may be used to direct the air up, down or straight ahead.

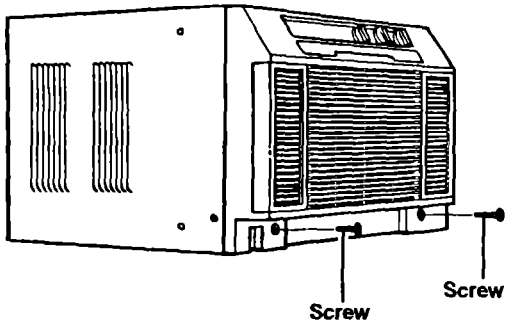
# Cleaning Your Air Conditioner

Proper use and care of your air conditioner will help ensure longer life of the unit and lower operating costs. Follow these instructions carefully. Call your authorized Whirlpool servicing dealer for an annual checkup.

**⚠WARNING**

**Electrical Shock and Fire Hazard**

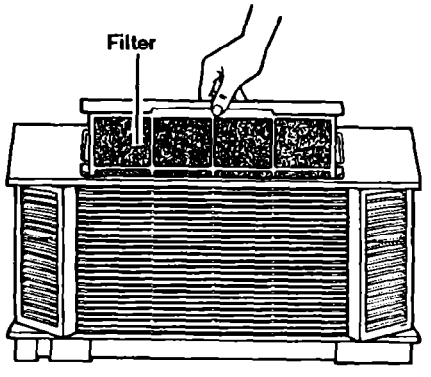
- **Unplug power cord from receptacle before cleaning unit. Failure to do so could result in electrical shock or personal injury.**
- **Do not use flammable fluids, solvents, abrasive cleaners or strong detergents. Fire or product damage could result.**




## Cleaning the front panel

1. Unplug power cord.
2. Remove the front panel from unit for cleaning. Remove two screws from bottom edge of front panel.
3. Lift the front panel up and toward you.
4. Remove slide-out filter and clean separately. (See "Cleaning the filter" below.)

   **NOTE:** Front does not have to be removed to clean filter.
5. Clean front panel with warm water and mild soap or detergent. Use a soft cloth. Rinse and dry. Replace front panel.
6. Wipe control panel clean with a soft, dry cloth.
7. Plug in power cord.




## Cleaning the filter

The filter is cleanable. A clean filter helps remove dust, lint and other particles from the air. Check every two weeks to see if filter needs cleaning.

1. Remove filter by sliding the filter up and out the top of front panel.
2. Clean filter using a vacuum cleaner.

   **OR**
3. If very dirty, wash filter with warm water and mild detergent. Air dry thoroughly before replacing.
4. Replace filter by sliding it back down into opening at the top of front panel.

# Caring For Your Air Conditioner

## Annual maintenance

Your air conditioner needs annual maintenance to help ensure steady, top performance throughout the year.

Call the service company recommended by your dealer to:

- Inspect and clean the coils and condensate water passages.
- Check fan and fan motor.

The compressor and fan motor are sealed and need no oiling. Expense of annual inspection is customer's responsibility.

**OR**

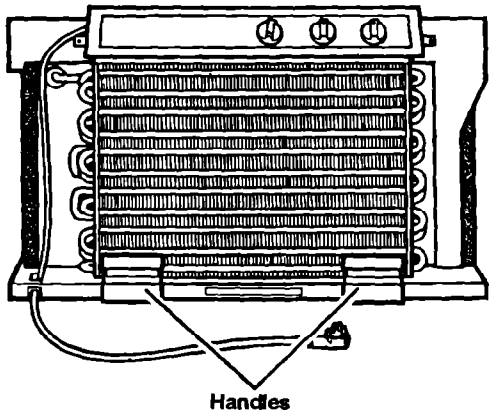
If you are familiar with electrical appliances, you can do the cleaning and maintenance yourself. If you choose to do so, follow the steps on page 6.

## ⚠WARNING

**Electrical Shock, Product Damage and Personal Injury Hazard**

- **Unplug power cord from receptacle before performing any maintenance. Be sure no liquid gets into the motor, electrical control box or compressor electrical terminals.**
- **Do not lift, push or pull any white beaded foam (expanded polystyrene) parts.**
- **Because your air conditioner weighs from 110 to 200 pounds, it is recommended that you have someone help you when you remove and re-install your unit and that you both use proper lifting techniques.**
- **Handle the air conditioner with care. Watch out for the sharp metal fins on the front and rear condenser coils.**
- **Do not use the collected water for drinking purposes. It is not sanitary.**

**Failure to follow the above precautions could result in electrical shock, product damage or personal injury.**




1. Unplug power cord.
2. Remove front panel. (See page 5 for instructions.)
3. Slide unit out of cabinet by using the handle in the center of the base flange.
4. Wrap the motor, connector plug, electrical control box and compressor terminal box in plastic film and make sure no water or other liquid gets inside any of these parts. It could damage the insulation and cause serious mechanical problems.
5. Carefully clean and hose out the base, condenser coils and condensate pans. Clean at least once a year–or more often if the condenser coil and pan collects dirt, sand, leaves, insects or algae. Also, clean if you detect an odor coming from the air conditioner.
6. Remove plastic film from motor and electrical parts.
7. Replace unit in cabinet.
8. Replace front panel.
9. Plug in power cord.

**NOTE:** It is a good idea to wait 24 hours before starting the unit again. This allows for all areas to dry out. The water from rainfall or from normal operation does not harm these components.

# If You Need Service Or Assistance



## We suggest you follow these steps:

### 1. Before calling for assistance ...

Performance problems often result from little things you can find and fix yourself without tools of any kind.

**Air conditioner won't run:**

- Is unit plugged into a live circuit with proper voltage?
- Is switch turned on?
- Is Thermostat Control set correctly?
- Have you checked your home's main fuses or circuit breaker box?
- Has the time-delay fuse blown?
- Has the local power failed?

**Unit blows fuses or trips circuit breaker:**

- Are time-delay fuses being used?
- Is an extension cord being used? **(Do not use an extension cord to run your air conditioner.)**
- Are you waiting three minutes after turning cooling circuit off before trying to restart unit?

**Unit turns on and off, or does not cool room:**

- Is filter clean?
- Are coils clean (both evaporator [inside] and condenser [outside])?
- Is there excessive moisture or heat (open vessel cooking, showers, etc.)?
- Try setting fan to higher speed.
- Try setting Thermostat Control to a cooler setting.

**Operating sounds:**

When your room air conditioner is **operating normally**, you will hear sounds such as:

- Droplets of water hitting the condenser, causing a "pinging" or "clicking" sound. Water droplets help to cool the condenser.
- Air movement from the fan, especially on high fan speed setting.
- Clicks from the thermostat cycle.

Sounds also may be caused by house construction–such as vibration of the unit due to wall construction or unsteady window mounting area.

### 2. If you need assistance* ...

**Call Whirlpool Consumer Assistance Center telephone number. Dial free from anywhere in the U.S.:**

**1-800-253-1301**

and talk with one of our trained consultants. The consultant can instruct you in how to obtain satisfactory operation from your appliance or, if service is necessary, recommend a qualified service company in your area.

If you prefer, write to:

Mr. William Clark
Consumer Assistance Representative
Whirlpool Corporation
2000 M-63
Benton Harbor, MI 49022

Please include a daytime phone number in your correspondence.

### 3. If you need service* ...

Whirlpool SERVICE℠ Whirlpool has a nationwide network of authorized Whirlpool[SM] service companies. Whirlpool service technicians are trained to fulfill the product warranty and provide after-warranty service, anywhere in the United States. To locate the authorized Whirlpool service company in your area, call our Consumer Assistance Center telephone number (see Step 2) or look in your telephone directory Yellow Pages under:

APPLIANCES - HOUSEHOLD-
MAJOR -SERVICE & REPAIR

ELECTRICAL APPLIANCES-
MAJOR-REPAIRING & PARTS

OR

WASHING MACHINES, DRYERS
& IRONERS-SERVICING

WHIRLPOOL APPLIANCES
AUTHORIZED WHIRLPOOL SERVICE

*SERVICE COMPANIES*
XYZ SERVICE CO
123 MAPLE.....999-9999

### 4. If you need FSP® replacement parts* ...

FSP is a registered trademark of Whirlpool Corporation for quality parts. Look for this symbol whenever you need a replacement part for your Whirlpool appliance. FSP replacement parts will fit right and work right, because they are made to the same exacting specifications used to build every new Whirlpool appliance.

To locate FSP replacement parts in your area, refer to Step 3 above or call the Whirlpool Consumer Assistance Center number in Step 2.

### 5. If you are not satisfied with how the problem was solved* ...

- Contact the Major Appliance Consumer Action Panel (MACAP). MACAP is a group of independent consumer experts that voices consumer views at the highest levels of the major appliance industry.
- Contact MACAP only when the dealer, authorized servicer and Whirlpool have failed to resolve your problem.

  Major Appliance Consumer Action Panel
  20 North Wacker Drive
  Chicago, IL 60606

- MACAP will in turn inform us of your action.

*When requesting assistance, please provide: model number, serial number, date of purchase, and a complete description of the problem. This information is needed in order to better respond to your request.

# WHIRLPOOL®
# Room Air Conditioner Warranty

| LENGTH OF WARRANTY | WHIRLPOOL WILL PAY FOR |
|---|---|
| **FULL ONE-YEAR WARRANTY**<br>From Date of Purchase | FSP® replacement parts and repair labor to correct defects in materials or workmanship. |
| **FULL FIVE-YEAR WARRANTY**<br>From Date of Purchase | FSP replacement parts and repair labor to correct defects in materials or workmanship in the sealed refrigeration system. These parts are:<br>1. Compressor<br>2. Evaporator<br>3. Condenser<br>4. Drier-Strainer<br>5. Connecting Tubing |

**WHIRLPOOL WILL NOT PAY FOR**

**A.** Service calls to:

1. Correct the installation of the air conditioner.
2. Instruct you how to use the air conditioner.
3. Replace house fuses or correct house wiring.
4. Clean or replace air filter.

**B.** Pickup and delivery. This product is designed to be repaired in the home.

**C.** Damage to the air conditioner caused by accident, misuse, fire, flood, acts of God or use of products not approved by Whirlpool.

**D.** The removal and reinstallation of the air conditioner if it is installed in an overhead or other inaccessible location or not installed in accordance with published installation instructions.

**E.** Repairs to parts or systems caused by unauthorized modifications made to the appliance.

8-92

Service under the full warranties must be provided by an authorized Whirlpool℠ service company.

WHIRLPOOL CORPORATION SHALL NOT BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES. Some states do not allow the exclusion or limitation of incidental or consequential damages so this limitation may not apply to you. This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

Outside the United States, a different warranty may apply. For details, please contact your authorized Whirlpool distributor or military exchange.

If you need service, first see the "Service and Assistance" section of this book. After checking "Service and Assistance," additional help can be found by calling our Consumer Assistance Center telephone number, **1-800-253-1301**, from anywhere in the U.S.

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